



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
FLEET SERVICES ADMINISTRATOR
VEHICLE EQUIPMENT SERVICES

Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
Phone: (757) 926-1800
Fax: (757) 926-1825

GENERAL STATEMENT OF RESPONSIBILITIES

Under limited supervision, this position is responsible for planning, coordinating, and overseeing all aspects of the department's budget process to include capital and maintenance, repair, and operation expenses. Supervises the parts and fleet support operations and maintains the functionality and workflow of associated systems. Reports to the Director of Vehicle Equipment Services.

ESSENTIAL JOB FUNCTIONS

Responsible for planning and executing various budget processes to ensure meeting required completion dates and deadlines. Consults and communicates with city and departmental management to complete budget processes and implement steps to meet requirements. Makes assessments when appropriate to ensure appropriate information is submitted in proper time frame. Monitors the department's day-to-day financial activity to include approximately \$10M capital and expense budget.

Conducts special studies and analyses dealing with departmental budget issues to identify and assess trends, program effectiveness and efficiency, alternative uses of resources, and alternative methods of accomplishing objectives. Develops vendor and department score cards to measure performance and reduce costs.

Responsible for the effective supervision and administration of the Parts and Fleet Support Divisions including purchasing and financial transactions, staff organization and development, performance evaluations, employee relations, prioritizing and assigning work and related activities.

Manages the functionality and workflow of all departmental support systems to include fleet management software, automated fuel distribution systems, web-based applications and related systems.

Works in conjunction with department's management staff to analyze customer service and safety training needs. Develops and implements departmental training programs and associated metrics to measure progress. Ensures that mandated safety training is scheduled and completed as required.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Fiscal Management – Knowledge of economic and accounting theories, principles, practices, and techniques of governmental budgeting including operating and capital budgets. Knowledge of financial research methods and techniques.
- Supervision – Knowledge of leadership techniques, principles, and procedures to assign work, schedule, supervise, train and evaluate the work of assigned staff.
- Customer Service – Knowledge of principles and processes for providing customer service. This includes setting and meeting quality standards for services, and evaluation of customer satisfaction. Knowledge of training methods and ability to develop and present effective training.
- Safety – Some knowledge of current and accepted safety practices and principles to include federal and state safety regulations such as OSHA. Knowledge of training methods and ability to develop and present effective training.
- Technology – Knowledge of current trends and practices related to the use of technology in vehicle parts supply and distribution to include conceptualizing outcomes associated with fleet management software and databases.

REQUIRED SKILLS

- Critical Thinking – Uses logic and reasoning to understand, analyze, and evaluation complex situations and then to research information to identify the strengths and weakness of alternative solutions, conclusions or approaches to the situation.
- Interpersonal Relationships – Develops and maintains cooperative and courteous relationships with employees, managers, and representatives from other departments and organizations.

REQUIRED ABILITIES

- Accounting and Budgeting – Ability to perform arithmetic, algebraic, and statistical applications. Ability to employ economic and accounting principles and practices in the analysis and reporting of financial data.
- Communication – Ability to effectively communicate complex ideas and proposals effectively so others will understand to include preparation of reports, agendas, and policies. Ability to handle a variety of issues with tact and diplomacy and in a confidential manner.
- Coordination of Work – Ability to establish and implement effective administrative programs and procedures. Establishes priorities for the completion of work in accordance with sound time-management methodology. Performs a broad range of supervisory responsibilities over others.

EDUCATION AND EXPERIENCE

Requires education and experience equivalent to a Bachelors' Degree in Finance, Public Administration, Business Administration, or a related field and 5 - 7 years of related experience including 1-2 years of supervisory experience.

ADDITIONAL REQUIREMENTS

Acceptable general background check to include a local and state criminal history check and a valid driver's license with an acceptable driving record.

PHYSICAL REQUIREMENTS

- Requires the ability to exert light physical effort in sedentary to light work.
- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Tasks may involve extended periods of time at keyboard or work station.

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Essential functions are regularly performed without exposure to adverse environmental conditions.